



TOWN OF PALM BEACH SHORES BUILDING PERMIT APPLICATION CHECKLIST

Please verify that your permit application package contains all applicable items required for permit issuance. Your permit application will not be processed if the required information is not complete or not marked “not applicable”.

_____ Complete **PERMIT APPLICATION**, reflecting the total job value and square footage. The owner’s and the qualifier’s notarized signatures are required. Submittals must be signed and sealed by a Notary Public.

_____ **OWNER BUILDER AFFIDAVIT** for homeowner. To qualify for such an exemption, an owner must personally appear, complete the affidavit, and sign the building permit.

_____ One (1) copy of Proposal/quote/agreement between contractor and the property owner showing the valuation of the job, this is how we determine the permit fee.

_____ One (1) copy of recorded **NOTICE OF COMMENCEMENT** must be provided at time of application submittal.

_____ Two (2) complete, identical and separate sets of plans drawn to scale (signed and sealed by designer as required by Code), including fire sprinkler plans (for buildings more than 3 stories). Please limit the size of your plans to 24 x 36.

_____ Two (2) accurate plot plans and surveys, signed and sealed. **New buildings, additions or other improvements, patios and pools must show proposed elevations on site and on adjacent properties in sufficient detail to verify that there will be no adverse drainage impacts from proposed improvements. Site plan must include percentages of lot pervious and impervious areas.**

Permit fees are to be paid at submittal. All documents must be submitted in person Monday, Wednesday or Friday between 9:00 am and 1:00 pm.

Town of Palm Beach Shores
Building Department
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